

# Position Description

Position Title: Development Program Specialist (Supply Chain Management) - (FSNPSC 11)

## BASIC FUNCTION OF POSITION

As a senior-level development professional in USAID/Nepal's Health Office (HO), the Supply Chain Management (SCM) Advisor leads efforts to expand access to and improve the quality of quality health commodities, medicines and family planning methods in Nepal. The incumbent reports to the MCH Team Lead for Health, and works closely with senior management and technical staff in the HO. The SCM Advisor serves in a senior-level capacity with a minimal level of supervision providing strategic direction and management of technical, programmatic and administrative oversight of health logistics and supply chain strengthening activities. The SCM Advisor manages a \$ 20 million portfolio, serving as the Activity Manager for the Global Health Supply Chain- Procurement and Supply Management GHSC-PSM and Central Contraceptives Procurement (CCP) activities. The SCM Advisor works with other bilateral/multilateral agencies, the Government of Nepal (GON) and civil society entities in developing and implementing policies and programs based on best practices and innovations in health logistics and supply chain. The SCM Advisor works with the Ministry of Health and Population (MOHP), Department of Health Services (DOHS) and in particular with the Management Division (MD), the Family Welfare Division (FWD), Epidemiology and Disease control Division (EDCD), the National Center for AIDS/Sexually Transmitted Disease Control (NCASC) and provincial level governments. Representing the U.S. Government, the incumbent leads national technical working groups for the health logistics and supply chain systems and builds alliances with other donors.

## MAJOR DUTIES AND RESPONSIBILITIES

### % OF TIME

1. 65% Time: Provides technical, programmatic and administrative management of key components of USAID/Nepal's health portfolio as well as support USAID's supply chain management activities.
  - a) As the Activity Manager for the five-year, \$15 million buy-in to the GHSC-PSM IDIQ award, provides country level technical and programmatic support to the AOR in Washington, DC by reviewing implementing partner annual work plans, monitoring and evaluation plans, semi-annual and annual progress reports, and ensuring appropriate technical approach and content. The SCM Advisor will provide technical guidance during program implementation.
  - b) As the Activity Manager for the five-year, \$5 million buy-in to the CCP award, provide country level technical and programmatic support to the AOR in Washington, DC by reviewing implementing partner annual work plans, monitoring and evaluation plans, semi-annual and annual progress reports, and ensuring appropriate technical approach and content. The SCM Advisor will provide technical guidance during program implementation and ensure timely contraceptives procurement and delivery to CRS and GON whenever it is required.
  - c) In coordination with the M&E Advisor, manages health logistics and supply chain research activities.
  - d) Monitors multiple implementing partner staff on compliance with the U.S. Government's legal/policy requirements, global changes in best practices and national quality standards on health logistics and supply chain management.

- e) Prepares resource requests, strategy documents and reports for Washington.
  - f) Establishes and leads integrated project/activity management groups for health logistics and supply chain management.
  - g) Serves as the construction focal point for the HO, liaising with the Disaster Risk Reduction, Reconstruction and Resilience (DR4) office and PACOM to ensure alignment of re-construction of health facilities to the MOHP constructions guidance and standards.
2. 20% Time: Ensures coordination and synergy of supply chain management activities with other USAID/Nepal health activities and other related activities supported by other donor partners:
- a) Participates as a USAID/Nepal representative in technical, programmatic and policy development meetings with the MOHP, donors, other USAID implementing partners, and non-governmental organizations.
  - b) Ensures technical and programmatic synergy between USAID supply chain management activities and the other governmental and non-governmental health logistics activities by facilitating exchange of technical information and identifying opportunities for partnership on technical and programmatic activities.
  - c) Participates in supply chain management-related donor meetings with MOHP as a senior-level USAID/Nepal representative.
  - d) Coordinates and organizes consultation meetings and technical meetings with GON and relevant donors in planning, implementation and evaluation of health logistics and supply chain management programs.
  - e) Provides expert-level advice to the MOHP and donor partners regarding health logistics-related activities and investments.
  - f) Provide technical and programmatic input for the implementation of drug quality control and pharmaceutical system strengthening activities.
3. 15% Time: Serves as a senior-level professional member of the USAID/Nepal Health Office (HO) Team:
- a) Participates in regular weekly technical team meetings, the HO meetings, health logistics meetings, and other USAID/Nepal routine mission-wide meetings.
  - b) Provides technical and programmatic input and participates in planning and presentation of the annual portfolio review to USAID/Nepal senior management and the Government of Nepal.
  - c) Participates in the preparation of sites for high-level delegations.
  - d) Coordinates and communicates regularly with other members of the HO and other USAID/Nepal staff on administrative, technical, programmatic and policy issues related to health logistics and supply chain management, procurement, drug quality, and construction.
  - e) Coordinates, writes and edits technical and scientific materials and reports related to health logistics and supply chain for USAID/Nepal briefings and presentations.

Controller (OC) and advises program supervisors of MOHP, contractor and grantee program financial status routinely and as requested.

- h) Assists in reviewing contractor and grantees' financial reports for compliance with USAID requirements and procedures.
- i) Assists in preparing the HO financial management documentation in areas of program responsibility, with input from responsible technical and finance staff. Assists in preparing Implementation Letters for commitment of USAID funds. Assists OC and Contracts Office in closing out unspent/unliquidated balances as necessary. Provides backstop support for GLAAS actions.
- j) Other duties as assigned.